

Draft Statement of Intent – Purpose and Aims

The Council recognises that ill-health can adversely affect an employee's ability to attend work and perform their role. Satisfactory levels of attendance are essential however for ensuring the Council achieves its strategic aims and commitment to the public. Furthermore, frequent and/or long periods of absence can have a significant impact upon colleagues, service delivery and departmental budgets.

Employees are therefore responsible for taking all reasonable steps to maintain their health and attend work. In return the Council is responsible for providing a safe work environment and supporting employees during periods of ill-health.

This policy and procedure is designed to provide a framework which managers can use to support an employee where there are concerns regarding their attendance. It is expected that it will be applied in a fair, consistent and supportive manner: with managers taking all reasonable steps to assist the employee to reach and maintain required levels of attendance whilst balancing the need for service delivery.

If attendance concerns continue however it may be necessary for the Council to terminate the employee's employment.

Where the employee has a disability, managers are responsible for implementing reasonable adjustments and supportive measures, to assist the employee's return to work or improved attendance wherever possible.

Where there is long-term sickness absence, it is expected that most cases will be resolved within 12 months.

Cases where the employee is in work but unable to perform their role to expected standards due to ill-health should also be managed using this policy and procedure.

Where this applies, managers must seek advice from Corporate HR (corporatehradviceinbox@leics.gov.uk or 0116 305 1078) before proceeding with the procedure. For the purpose of this document, the term performance or underperformance relates purely to the employee's ability to undertake their role due to ill-health.

This policy and procedure does not apply to cases where the cause of performance concerns are linked to a lack of skill, aptitude, or competency. In such cases the Managing Performance Policy and Procedure should be followed. Any capability or absence concerns found to be linked to misconduct should be addressed via the Disciplinary Policy and Procedure. More information regarding which policy should be applied can be found in Appendix B.

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